From: Terry Flaa
To: Police Department Email
Subject: Flock LPR Information Requests
Date: Thursday, October 21, 2021 1:32:49 PM

Greetings,

As word of our Flock LPR system reaches outside agencies, we are certain to see requests for information. ALPR data may only be shared with other law enforcement or prosecutorial agencies for official purposes. When anyone from our department receives a request for LPR data from an outside law enforcement or prosecutorial agency, the person seeking the data must submit their request by email. Per SMPD Policy 428.7, the written (email) request must contain the name of the person seeking the information, the name of their law enforcement agency, and the reason for request (i.e., murder investigation, residential burglary, etc..). Per the policy, the request must be approved by the Support Division Commander, or designee, prior to the release of information.

Commander Cohen has authorized lieutenants, or in the absence of a lieutenant, the supervising sergeant, to approve these requests. Once approved, the approving lieutenant or sergeant must forward the email to Delia Magallon for filing purposes. This email should include a brief statement whether the request was approved or denied. DO NOT include the data that was released to the outside agency in the email to Delia. Delia will save each email by Agency name and date of request in the Flock Cases subfolder located in the Records Bureau folder on the shared drive.

If you have any questions, please contact me directly.

Thank you,

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Lt. Terry A. Flaa
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